

**Community Preservation Act Committee (CPAC)**  
**Meeting Minutes**  
**Thursday, December 6, 2012**

The meeting was called to order at 7:05 pm by Peter Jessop, Chair, in the Town Room at Town Hall.

**COMMITTEE MEMBERS IN ATTENDANCE:**

Sandra Anderson, Marilyn Blaustein, Lynda Faye, Peter Jessop, Chair; Ellen Kosmer, Mary Streeter, Vice Chair

**COMMITTEE MEMBERS ABSENT:** Paris Boice, Stan Ziomek

**STAFF / OTHERS IN ATTENDANCE:** Sonia Aldrich, Diana Stein, Select Board liaison, David Ziomek, Carol Gray

**DISCUSSION**

- **Review Financials**

Aldrich reviewed the current financial status with projected allocation of \$361,483. This excludes \$248,000 in funds voted at fall town meeting. The North Common grant funds (\$15,000) were added back in. There are approximately \$1.4 million in requests for FY14.

Dave Ziomek provided an update on the unfunded PARC grant for North Common. It lost points for the following reasons: 1) no water features, 2) needed a fuller description of the various populations to be served and 3) it lacked a public process leading up to submittal of the grant. The revised proposal will have a more public process prior to Town Meeting.

Aldrich explained the Ongoing Project Balances as of December 6, 2012. Open encumbrances of \$78,631.95 will be explored. Town policy at end of the fiscal year is for departments to inform Sonia about the status of the project and future expenditure of funds. There may be a good explanation for carry over of funds, but it may also be the case that balances can be reverted back to the fund.

- **Review Proposals (Proposals are on the Town website)**

Eleven proposals have been received and were included in the packet for \$1.4-\$1.5 million. Jessop noted that we are in year 9 of 10 for Plum Brook, which will free up \$33,000.

Proposals were reviewed briefly:

1. Amherst Housing Authority. \$160,625. Kitchen renovations for 25 units and electrical work for 80 units at Ann Whalen Apartments. Anderson questioned whether these could be stand alone items (e.g., electrical and kitchen)
2. Amherst Historical Society. \$18,901. Conservation of Emily Dickinson's Dress including archival storing of the dress. Some of the questions raised were: how do we insure that the dress stays here and does not get sold. Would there be a restriction that the dress remains in Amherst with no intention of selling it?
3. Community Field Master Plan. \$40,000. LSSE is requesting funds for a consultant to complete a programmatic master plan for Community Field. According to Ziomek, a full evaluation of the use of the field and how it could be used most effectively is needed. The process would involve public outreach.
4. South Amherst Conservation Assoc. (SAC) \$140-150,000 (an additional \$50,000 is being requested by the Conservation Commission --see #11 650-652 Southeast St.) for purchase of the old Rock Farm on South East Street. There will be a public auction of the property on December 17, 2012. Much of the property would be preserved for conservation and recreation. Carol Gray presented on behalf of the association. \$21,000 in pledges has been received, and the hope is that CPA funds

will leverage additional funds. Conservation and Development will be requesting funds as well. Public Auction. Ziomek is talking with Kestrel Trust, South Amherst Conservation Assoc. The Dept. of Conservation and Recreation was at the last meeting and will be requesting \$100,000. SAC has \$21,000 in pledges. Kestrel may be able to apply for partnership fund grants. Questions raised by the committee included the following: How does it fit in with Conservation Commission plan for conservation of property? What other funding sources are in place to leverage the funding? Will the Conservation Commission have to vote on funding? Maps, pictures, history would be good to have. Jessop suggested that discussion be deferred until the formal hearing.

5. Pioneer Valley Habitat for Humanity. \$80,000 for two houses on site of Hawthorne Farm. Proposal is premature and in anticipation of and RFP being issued, and Habitat is selected as the developer. An RFP is likely to go out early in 2013.
6. LSSE. Mill River Recreation Area Improvement \$60,000. Amendments to the CPA act enacted in summer 2012 now allow for capital improvements for recreational facilities. Improvements include shade structures, lifeguard chairs, fencing and repairs to the water line. Cost estimates will be forthcoming.
7. Conservation and Development. North Common \$158,000. According to Ziomek, funds requested would cover design/ build and 30% of the \$530,000 cost to be resubmitted as a PARC grant in summer 013. The Historical Commission voted to support. The process will be led by the Historical Commission with support from LSSE, DPW and other entities with interest in the North Common. The process would include building of charettes with public input over the winter. \$15,000 would get design project and bid specifications. Will need to clarify the role of a consultant. Other funding sources from the BID, Chamber of Commerce, etc. will need to be identified.
8. Tiffany Window Restoration Unitarian Universalist Society. \$106,250 Historic Preservation. Funds are being requested for the restoration and preservation of the Angel of the Lilies Tiffany window at the UU Society. Faye presented in behalf of the Historical Commission, which has not yet voted on the proposal. The requestors met with Historical Commission. More information on the window and its relationship to the building is needed and how a preservation restriction would impact future plans for the building-- there can be no changes to the exterior once CPA funds are granted.
9. Amherst Media. Archive Town's Historic Recordings \$53,994. Funds would cover purchase of computers and other equipment, and payroll for hourly employees to digitize historical tapes. Questions included:  
Can any of the hardware be outsourced? Are one-time materials a good use of funding? How would taxpayers benefit? Would there be restrictions on materials? Where would they be housed?
10. Jones Library \$14,000 for repair of slate roof. The Library already has historic preservation restriction. This is a bricks and mortar project. Questions included: Is this best being done piecemeal? Are there other funding sources? What's left over from the Chimney repair project previously funded with CPA?
11. Conservation and Development: 1) \$25,000 for surveys and appraisals, According to Ziomek, appraisals run from \$4,000-\$7,000. There is presently a balance in the fund for appraisals, and Ziomek will update CPAC with the amount and whether the \$25,000 request can be scaled back. There is a backlog of projects to be appraised, and negotiations are uncertain. Ziomek will provide info as it becomes available. 2) \$50,000 650-652 South East Street. Additional funds to conserve this property. A coalition of conservation groups including South Amherst Conservation Association, Kestrel Land Trust and the Department of Conservation and Recreation has been meeting to consider strategies to conserve this land. 3) 163,000 Brunelle-Phase II (Potwine Lane). Funds would support the second phase of a project to protect 26 acres of land on Potwine Lane, which is adjacent to the Plum Brook Conservation Area. If Phase I of the project is funded, Ziomek may recommend that Phase 2 be deferred for a year.

CPAC will need to be informed of the priority of the Southeast St. Property.

- **Develop a list of follow up questions.** Jessop asked the committee to review proposals and send questions to him. He will forward them to the presenters prior to their meeting with CPAC.

**Set schedule for proposal presentations.** A list of questions will be sent to the presenters and presentations will be scheduled for January 31 and February 14, Historic Preservation on January 31 and Housing and Open Space and Recreation on February 14. Town Meeting begins May 6th.

**Set agenda for next meeting.** Next meeting is January 3.

- Continued in depth discussion of proposals.

Discuss policy about unexpended funds. Streeter proposed that a policy be developed, and Ziomek recommended status report at end of year for all entities with CPAC funding.

- **Approve any minutes.** Streeter asked to defer until January 3, 2013 meeting.
- **Topics the Chair did not reasonably anticipate 48 hours before the meeting.** Sandy Anderson volunteered to take notes on January 3<sup>rd</sup> if Paris Boice is not there.

Jessop reported that Michael Jacques has resigned and asked that the Select Board appoint a new member. Prospective member needs to fill out a citizen activity form.

## **ADJOURNMENT**

A motion was made to adjourn at 9:05 pm. Voted unanimously.

## **NEXT MEETINGS**

**Next meeting: January 3, 2013**

**All future meetings will be in the Town Room at Town Hall from 7 pm to 9 pm unless otherwise indicated below:**

**January 3, 2013**

**January 31, 2013**

**February 14, 2013**

**February 28, 2013**

**March 28, 2013**

**Town Meeting begins May 6, 2013.**

## **DOCUMENTS DISTRIBUTED**

- Agenda, 1 page
- Financial Status for CPAC Funds
- CPA Ongoing Project Balances
- CPA Proposals (11)
- Summary of FY14 Proposals

Respectfully submitted by Marilyn Blaustein, acting clerk

Approved January 3, 2013